Date of Report:				
Executive Agency or Department:				
Executive Agency or Department Mail Manager:				
	se report the whenever it		xecutive agency or dep	artment mail manager to
Mailing Address:				
E-Mail Address:				
Phone Number:		Fa	x Number	
List Alternate POC:				
Phone Number:		E	-mail address	
How does mail management support your brief explanations. (may attach a separal Information about your executive agence \$250,000 per year in postage expenses.  Name of Facility or Program Location: Facility Mail Manager: Annual Postage Expense: Major Categories of Outgoing Mail:  Total agency expenditures nationwide. * Data source may include findings extremations.	rate sheet) by or departme b): (may attach	ent's primary fac n separate shee	cilities and programs (tho	se that spend more than
estimates, etc.	C	ost	Number of Pieces (optional)	*Data Source
	Domestic	International	(optional)	
United States Postal Service:	\$	_		
Federal Express	\$	-		
Airborne Express Corp.	\$			
Cavalier Logistics Management, Inc.	\$			
CorTrans Logistics, LLC				
DHL Airways, Inc.	\$			
Emery Worldwide	\$			

Report Year\_\_\_\_\_

**Mail Management Reporting Format** 

United Airline-WHQSA

United Parcel Service	\$			<del></del>	
Other Providers (Please specify)	\$				
Local Couriers (total for all)	\$				
Please list three performance m program. (may attach separate s		ur agency uses	s to evaluate th	e agency's ov	erall mail management
1					
2					
3					
Please list three additional perfeevaluate local mail management	t operations. (m	ay attach sepa		ore agency an	d or facility levels to
2					
3.			_		
Describe the agency's plans to imp			·		
How does your agency ensure tha	t the Private Exp	ress Statues an	d all USPS regu	ulations are follo	owed?
Does your agency have opportunit obtain postage savings?	ies for centralize	ed mail processir	ng, worksharing,	consolidation,	and commingling to
How does your agency ensure tha postage?	t the person who	o controls mail d	ecisions is the sa	ame person wh	no controls the funds for
How does your agency ensure tha costs separately from all other adn			ocations and ex	penses for pos	tage and all other mail

<b>Security Plan</b> - Verify that facility sec Please attach one sample facility plan	, .	ew levels and processes should be established by the agency.
Signature		Title(Agency Mail Manager or Equivalent)
Phone number	E:mail address	Fax number

## Executive Agency or Department Mail Manager Responsibility Checklist

As an executive agency or department mail manager, you should have the following responsibilities. Please check either yes or no.

Responsibilities	Yes	No
Establish written policies and procedures to provide timely and cost-effective dispatch and delivery of mail		
Ensure agency-wide awareness and compliance with standards and operational procedures established by all service providers used by the agency		
Monitor the agency's mailings and other mail management activities, especially expedited mail, mass mailings, mailing lists, and couriers, and seek opportunities to implement cost-effective improvements and/or to enhance performance of the agency's mission		
Develop and direct agency programs and plans for proper and cost-effective use of transportation, equipment, and supplies used for mail		
Develop, implement, and provide to GSA the agency's mail management and mail security plan		
Ensure that facility mail managers receive the training they need to perform their assigned duties		
Ensure that users at the program level receive the training needed to reduce, track and budget for their mailing expenses		
Ensure that expedited mail and couriers are used only when authorized by the Private Express Statutes (39 U.S.C. 601-606) and when necessary and cost-effective		
Establish written polices and procedures to minimize personal mail in incoming, outgoing, and internal mail		
Establish and maintain a system that tracks the financial and other performance data discussed in §§ 102-192.50 and 102-192.100		
Work with agency executives to ensure that, to the maximum practical extent, the person who makes the decision to mail any significant number of pieces of mail is the same person who controls the funds for postage		
Work with agency accounting personnel to ensure that financial systems show allocations and expenses for postage and all other mail costs separately from all other administrative expenses		
Ensure that bills from all service providers are reconciled and paid on a timely basis		